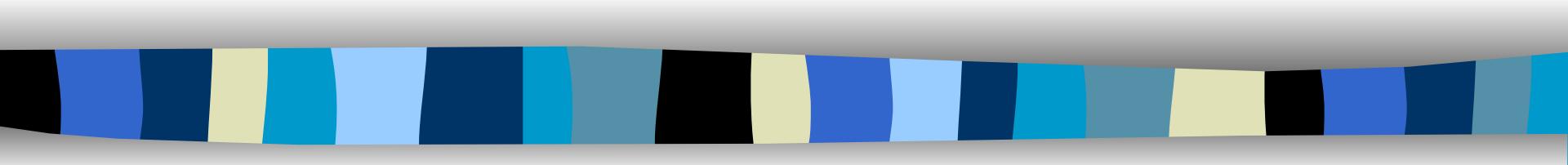


# I need a report

A decorative horizontal bar at the bottom of the slide consists of a series of colored squares in various shades of blue, yellow, and black, arranged in a repeating pattern.

Larry Faems  
Technical lead AF RWG

# AFCIS web site

The screenshot shows a Microsoft Internet Explorer window displaying the AFCIS web site. The title bar reads "AFCIS - Microsoft Internet Explorer provided by HQ SSG". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Size, and Print buttons. The address bar shows the URL "https://afcis.ssg.gunter.af.mil/". The main content area features a large "AFCIS" logo at the top left. A banner at the top right says "You must be logged in to access this site". Below the banner, a blue header bar displays the date "Thursday, January 31, 2002" and links for "Links | Con". A "Log In" form is visible on the left, with fields for "Username" (faemsl) and "Password" (\*\*\*\*\*), and a "Login" button. To the right of the log-in form, a "Purpose" section explains the site's role as a centralized tool for managing AFCIS offices and serving as a clearinghouse for the Standard Procurement System (SPS). It notes access by the DoD and commercial users. Another section welcomes users to the new AFCIS web site and encourages them to log in with their existing UserID and Password. A "Surveys" section asks users if they love or hate the SPS product. A "Helpdesk" section provides a selection of unrestricted AFCIS-related files, noting that users must be logged in to view a complete list. The bottom of the page includes standard Internet Explorer navigation buttons (Back, Forward, Stop, Refresh) and status icons.

**AFCIS**

Thursday, January 31, 2002

**Log In**

Username: faemsl

Password: \*\*\*\*\*

Login

New to AFCIS? Please [Register](#).  
Did you [forget](#) your password?

**Purpose:** This site serves as a centralized tool for the management of the geographically separated AFCIS offices and to serve as a clearinghouse for information repository for the Standard Procurement System (SPS). It is accessed by the DoD as well as commercial users.

**Welcome to the new AFCIS web site.** Please log in with your existing UserID and Password.

**Surveys**

Do you love it? Do you hate it? Or are you somewhere in between? Tell us what you think about the SPS product.

**Helpdesk**

Here you will find a small selection of unrestricted AFCIS-related Help desk files.  
You must be logged in to view a more complete list of files.

Internet

# Click site map

The screenshot shows a Microsoft Internet Explorer window displaying the AFCIS website. The title bar reads "AFCIS - Microsoft Internet Explorer provided by HQ SSG". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Size, Print, and a Go button. The address bar shows the URL "https://afcis.ssg.gunter.af.mil/". The main content area features a large "AFCIS" logo at the top left. To its right is a user profile for "Larry Faems" with a last visit of "yesterday" and a password change of "22 days ago". Below the profile are links for Personalize, My Account, Links, Contacts, Site Map, Help, and Logout. A sidebar on the left lists Phonebook, Action Items, and Acronym. The central area displays a "Reports Repository" section with recently posted files:

File Name	Size	Date	Type
All (Selective) Awards w/Mod ...	10KB	1/29/2002	Award (AW)
Report Tip #1	19KB	1/28/2002	Tips
Stocklist NSN report.zip	286KB	12/27/2001	Air Force
SQL Reports	984KB	11/21/2001	Air Force
ODA 41C Completions	23KB	11/9/2001	Other Ager

Below this is a "Hot News" section with a yellow circular icon and the text: "DECC OKC IP addresses are scheduled to be changed 18 Feb 2002". It continues: "All sites which send IAPS files to Dayton, Omaha or Ramstein must make sure that their IAPS files are sent using the DNS name instead of the actual IP address. In SPS-I, edit all IAPS directories (your site may use more than one p. office) and change the appropriate IP address number to its corresponding name".

The status bar at the bottom shows the URL "https://afcis.ssg.gunter.af.mil/sitemap/default.asp" and icons for security and internet status.

# Click Reports Repository

The screenshot shows a Microsoft Internet Explorer window with the title bar "AFCIS Sitemap - Microsoft Internet Explorer provided by HQ SSG". The address bar contains the URL "https://afcis.ssg.gunter.af.mil/sitemap/default.asp". The page content is organized into several sections:

- Q&A**: Hardware, software and other miscellaneous questions and answers related to the care and feeding of SPS can be found here.
- Reports Repository**: The AFCIS reports repository contains thoroughly tested SPS/Cognos reports that have been contributed by all services. The advantage? The site does not need to 're-invent the wheel' for common reports. The AFCIS reports repository can be accessed by the entire DoD SPS user community. Reports may be searched by key column names, branch of the service that created it or subject matter. Each report includes complete documentation.
- SPS Central**: Have you ever wondered how a site is progressing from day-to-day as SPS slowly infiltrates itself into the hearts and minds of all that use it? Site-specific information such as site contacts, database statistics, sizes, dumps, options, NT server statistics and WinMSD files, Script-Aid and help desk ticket records, and related comments can be found here.
- SPS Sites**: View a site's equipment, related Form 9's as well as Manpower information here.
- Surveys**: A list of AFCIS-related surveys (with results) can be found here.

The bottom of the browser window shows the URL "https://afcis.ssg.gunter.af.mil/Reports/" and the standard Internet Explorer status bar.

# Reports appear

AFCIS Reports Repository ~ Front Page - Microsoft Internet Explorer provided by HQ SSG

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Size Edit Discuss

Address https://afcis.ssg.gunter.af.mil/Reports/default.asp?DocTypeID=1

**View**

All

**Reports**

+ Air Force  
+ Training Info  
+ Other DoD Branches

[Recycle Bin](#)

**Search**

[Search Fields](#)  
Categorize  
[Add New](#)  
[Modify](#)  
[Delete](#)

**Admin**

[Upload Report](#)  
[Manage Reports](#)  
[Validate Reports](#)

[Tracking Report](#)

[Manage Sections](#)  
[Manage Groups](#)

Air Force

Search

**Air Force**

Each report title indicates the Branch of the service that created the report: (USN = Navy, AF = Air Force, USMC = Marines, USA = Army, ODA = Other Defense Agencies). The Branch is followed by the Catalog version with which the report was created.

Note that a 4.1E catalog will work with a site using PD2 version 4.1B. Each download contains the .imr report and a word document explaining the source of the fields within the catalog and any related filtering or prompting information.

**⚠ = Document Restricted to .Mil Domains.**

Title	Size	Date Posted	Section	Author	Recycle?
<a href="#">AF RWG CHARTER ⚠</a>	42KB	2/20/2002	Air Force	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">AIR FORCE REPORT WORKING GROUP MEMBERS ⚠</a>	29KB	2/20/2002	Air Force	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>

Recycle selected files Reset

Maintained by AFCIS

Back | To Top

Done Internet

# Click plus (+) by Air Force

AFCIS Reports Repository ~ Front Page - Microsoft Internet Explorer provided by HQ SSG

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address https://afcis.ssg.gunter.af.mil/Reports/default.asp?DocTypeID=67&Display=1 Go Links

# AFCIS

Thursday, April 11, 2002

Personalize | My Account | Links | Contacts | Site Map | Print | Help | Logout

**View**

All

**Reports**

- Air Force

[Open PR \(OPR\\_\)](#)  
[Award \(AWD\\_\)](#)  
[FY Closeout \(FY\\_\)](#)  
[SysAdmin \(SA\\_\)](#)  
[Misc](#)

+ Training Info  
+ Other DoD Branches

[Recycle Bin](#)

**Search**

[Search Fields](#)  
[Categorize](#)  
[Add New](#)  
[Modify](#)  
[Delete](#)

**Admin**

My.AFCIS > Reports Repository

Current user: Larry Faems  
Last visit: Today  
Password changed: Today

» Open PR (OPR\_) Search

Open PR (OPR\_)

⚠ = Document Restricted to .Mil Domains.

Title	Size	Date Posted	Section	Author	Recycle?
<a href="#">Open PR List ⚠</a>	84KB	2/25/2002	Open PR (OPR_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Open PR List with CLINs ⚠</a>	249KB	2/21/2002	Open PR (OPR_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Open PRs by Age ⚠</a>	82KB	2/21/2002	Open PR (OPR_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>

Recycle selected files Reset

Maintained by [AFCIS](#)

Back | To Top

# Award Related Reports

AFCIS Reports Repository ~ Front Page - Microsoft Internet Explorer provided by HQ SSG

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address https://afcis.ssg.gunter.af.mil/Reports/default.asp?DocTypeID=68&Display=1

**Reports**

- Air Force
  - [Open PR \(OPR\\_\)](#)
  - [Award \(AWD\\_\)](#)
  - [FY Closeout \(FY\\_\)](#)
  - [SysAdmin \(SA\\_\)](#)
  - [Misc](#)
- + Training Info
- + Other DoD Branches

[Recycle Bin](#)

**Search**

[Search Fields](#)

Categorize

[Add New](#)

[Modify](#)

[Delete](#)

**Admin**

[Upload Report](#)

[Manage Reports](#)

[Validate Reports](#)

[Tracking Report](#)

[Manage Sections](#)

[Manage Groups](#)

**Award (AWD\_)**

**⚠ = Document Restricted to .Mil Domains.**

Title	Size	Date Posted	Section	Author	Recycle?
<a href="#">AWD_CONSTRUCTION.zip ⚠</a>	48KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">AWD_SERVICES.zip ⚠</a>	50KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">AWD_SUPPLIES.zip ⚠</a>	48KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">BPA Basic Awards ⚠</a>	45KB	2/27/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Construction ⚠</a>	49KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Services ⚠</a>	50KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Supplies ⚠</a>	48KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Award Special Operations ⚠</a>	51KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Awd by Customer w/PR &amp; Ship To Organization ⚠</a>	60KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All (Selective) Awards with Modifications ⚠</a>	64KB	2/21/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>

# Training info

AFCIS Reports Repository ~ Front Page - Microsoft Internet Explorer provided by HQ SSG

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address https://afcis.ssg.gunter.af.mil/Reports/default.asp?DocTypeID=8&Display=71

Training Info

- Training Info  
    Quick guides  
    Tips  
+ Other DoD Branches

Recycle Bin

Search

Search Fields  
Categorize  
Add New  
Modify  
Delete

Admin

Upload Report  
Manage Reports  
Validate Reports

Tracking Report

Manage Sections  
Manage Groups

How-to documentation

0 = Document Restricted to .Mil Domains.

Title	Size	Date Posted	Section	Author	Recycle?
Cognos Quick Guide - Downloading Catalogs (4.1e) 0	3.37MB	11/8/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Importing Reports (4.1e) 0	2.08MB	11/8/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Report Documentation (4.1e) 0	2.96MB	11/8/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Running Reports (4.1e) 0	1.80MB	11/8/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Switching Between Catalogs (4.1e) 0	1.83MB	11/8/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Scheduling Impromptu Reports 0	261KB	11/7/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Searching for Data in Reports 0	137KB	11/7/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Using Calculated Fields 0	105KB	11/7/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Using Dataset Reports 0	317KB	11/7/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>
Cognos Quick Guide - Using HotFiles 0	354KB	11/7/2001	Quick guides	Cont Larry Faems	<input type="checkbox"/>

# The best one!

AFCIS Reports Repository ~ Front Page - Microsoft Internet Explorer provided by HQ SSG

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Size Print Edit

Address https://afcis.ssg.gunter.af.mil/Reports/default.asp?DocTypeID=68&Display=1

Go Links

**Reports**

- Air Force
  - [Open PR \(OPR\\_\)](#)
  - [Award \(AWD\\_\)](#)
  - [FY Closeout \(FY\\_\)](#)
  - [SysAdmin \(SA\\_\)](#)
  - [Misc](#)
- [+ Training Info](#)
- [+ Other DoD Branches](#)
- [Recycle Bin](#)

**Search**

- [Search Fields](#)
- [Categorize](#)
- [Add New](#)
- [Modify](#)
- [Delete](#)

**Admin**

- [Upload Report](#)
- [Manage Reports](#)
- [Validate Reports](#)
- [Tracking Report](#)
- [Manage Sections](#)
- [Manage Groups](#)

**Award (AWD\_)**

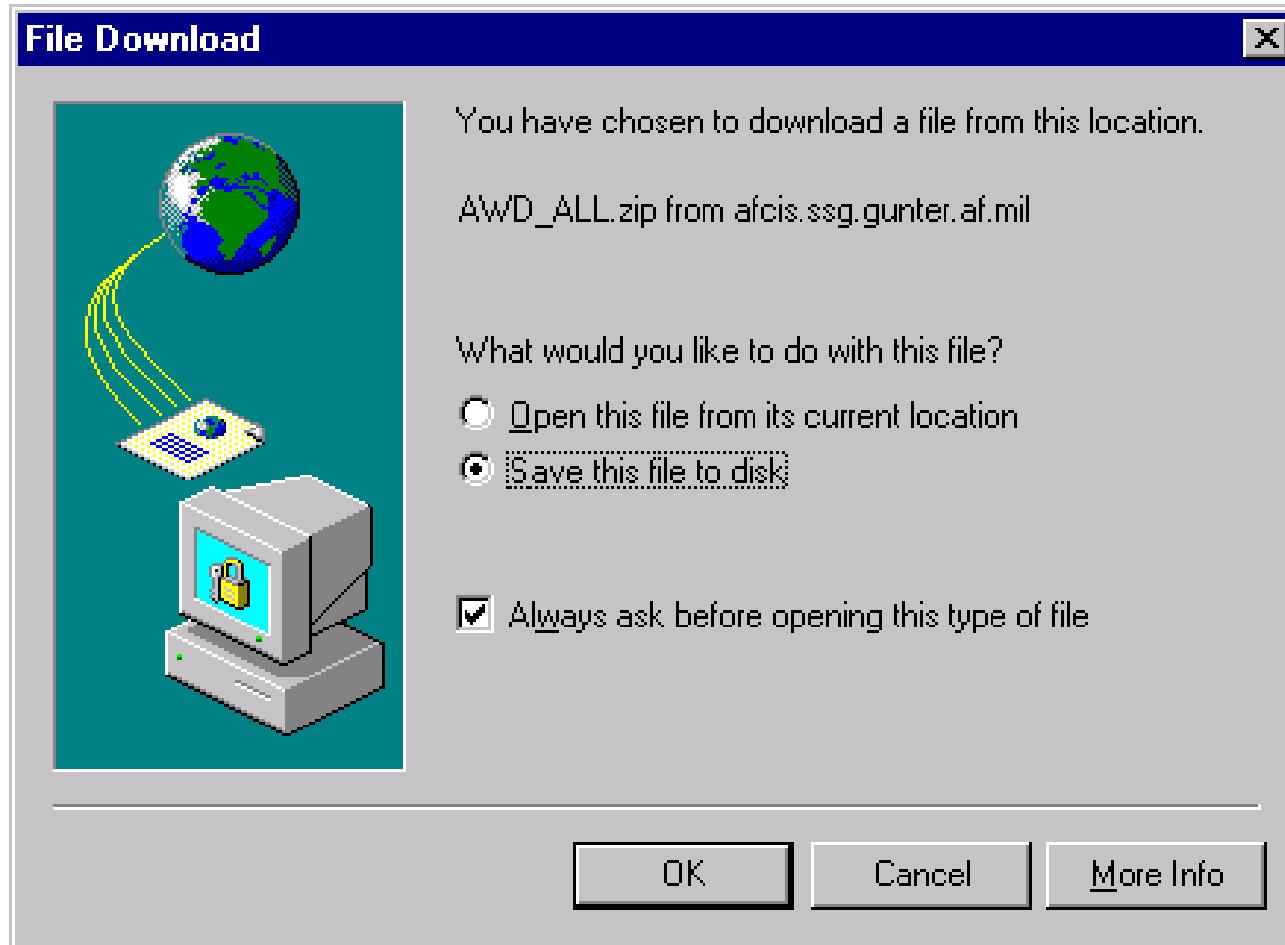
⚠ = Document Restricted to .Mil Domains.

Title	Size	Date Posted	Section	Author	Recycle?
<a href="#">AWD_CONSTRUCTION.zip ⚠</a>	48KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">AWD_SERVICES.zip ⚠</a>	50KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">AWD_SUPPLIES.zip ⚠</a>	48KB	3/7/2002	Award (AWD_)	<a href="#">Cont Larry Faems</a>	<input type="checkbox"/>
<a href="#">BPA Basic Awards ⚠</a>	45KB	2/27/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Construction ⚠</a>	49KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Services ⚠</a>	50KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All Awards - Supplies ⚠</a>	48KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Award Special Operations ⚠</a>	51KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">Awd by Customer w/PR &amp; Ship To Organization ⚠</a>	60KB	2/26/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>
<a href="#">All (Selective) Awards with Modifications ⚠</a>	64KB	2/21/2002	Award (AWD_)	GS-12 Ruthellen K. Gunning	<input type="checkbox"/>

https://afcis.ssg.gunter.af.mil/Files/MilOnly/Reports/gunninkr/AWD\_ALL.zip

Internet

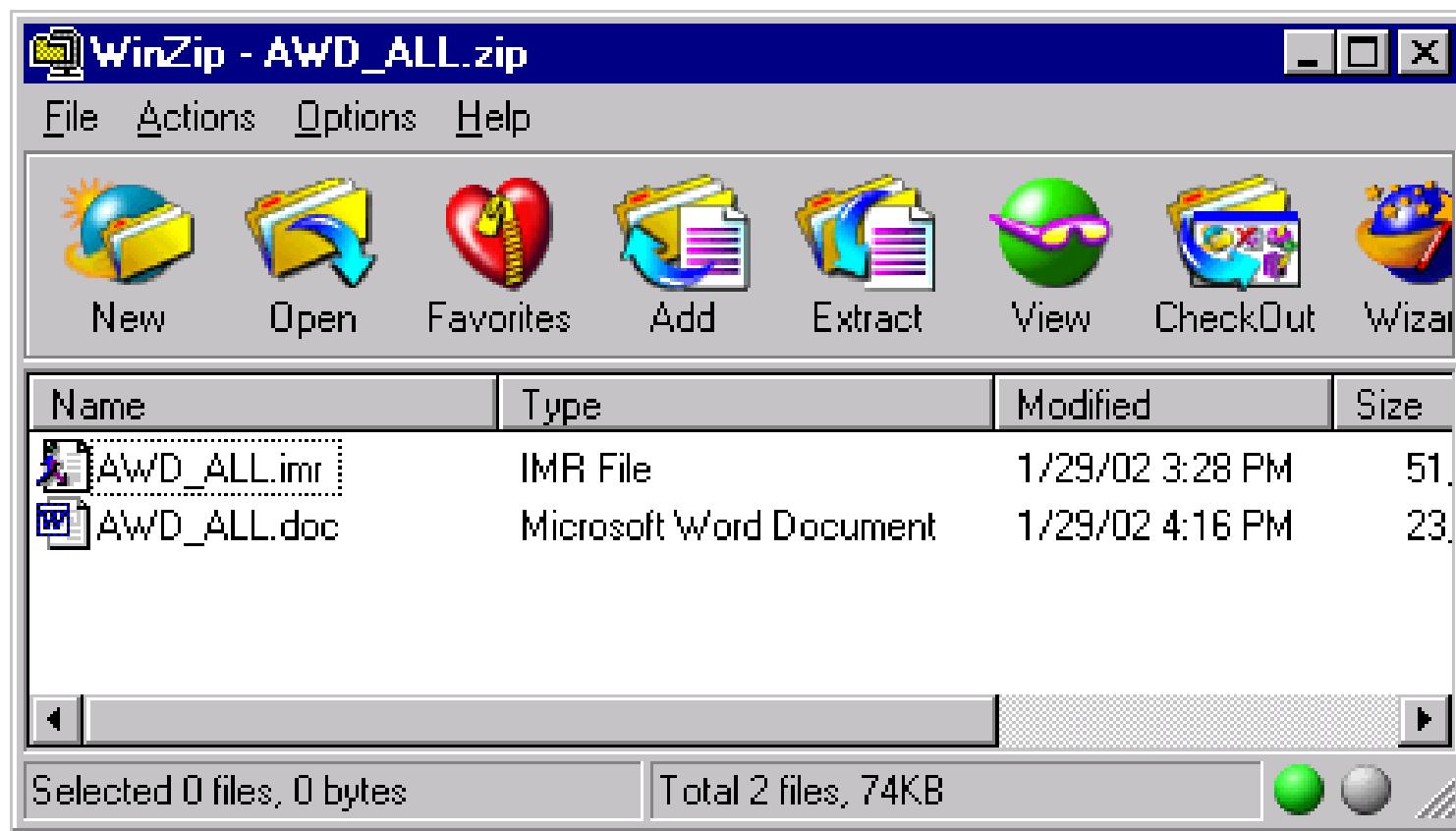
# Save it



# Put it on you hard drive



# Unzip it



# What's this?

**AWD\_ALL.doc - Microsoft Word**

File Edit View Insert Format Tools Table Window Help

Footer Arial 10 B I U

**Name of Report: All (Selective) Awards with Modifications**

**File Name(s):** AWD\_ALL.imr

RWG approved date: 29 Jan 2002

Catalog Version Folder: 4.1E SR1 // Procurement/Pre-Award-Award

**Description:** This report will reflect all award actions and dollars for any given period selected (can be restricted by input of prompts (i.e., creator or AWD-PIIN)).

**Data Fields:**

- Field 1: Award/Mod PIIN
- Field 2: Release Date
- Field 3: Creator
- Field 4: Description
- Field 5: Action Amount
- Field 6: Face Value/Obligated Value

**Filter: Filtered by prompts (No hard coded filter)**

**Prompt Fields:**

- Prompt 1: Report Start Date (Sample: 2001-10-01 for 1 Oct 2001) - required
- Prompt 2: Report End Date (Sample: 2002-09-30 for 30 Sep 2002) - required
- Prompt 3: Creator Contains (Blank for all)
- Prompt 4: Awd-PIIN Starts With (Blank for all)
- Prompt 5: Award Description//Flight Starts With (Blank for all)

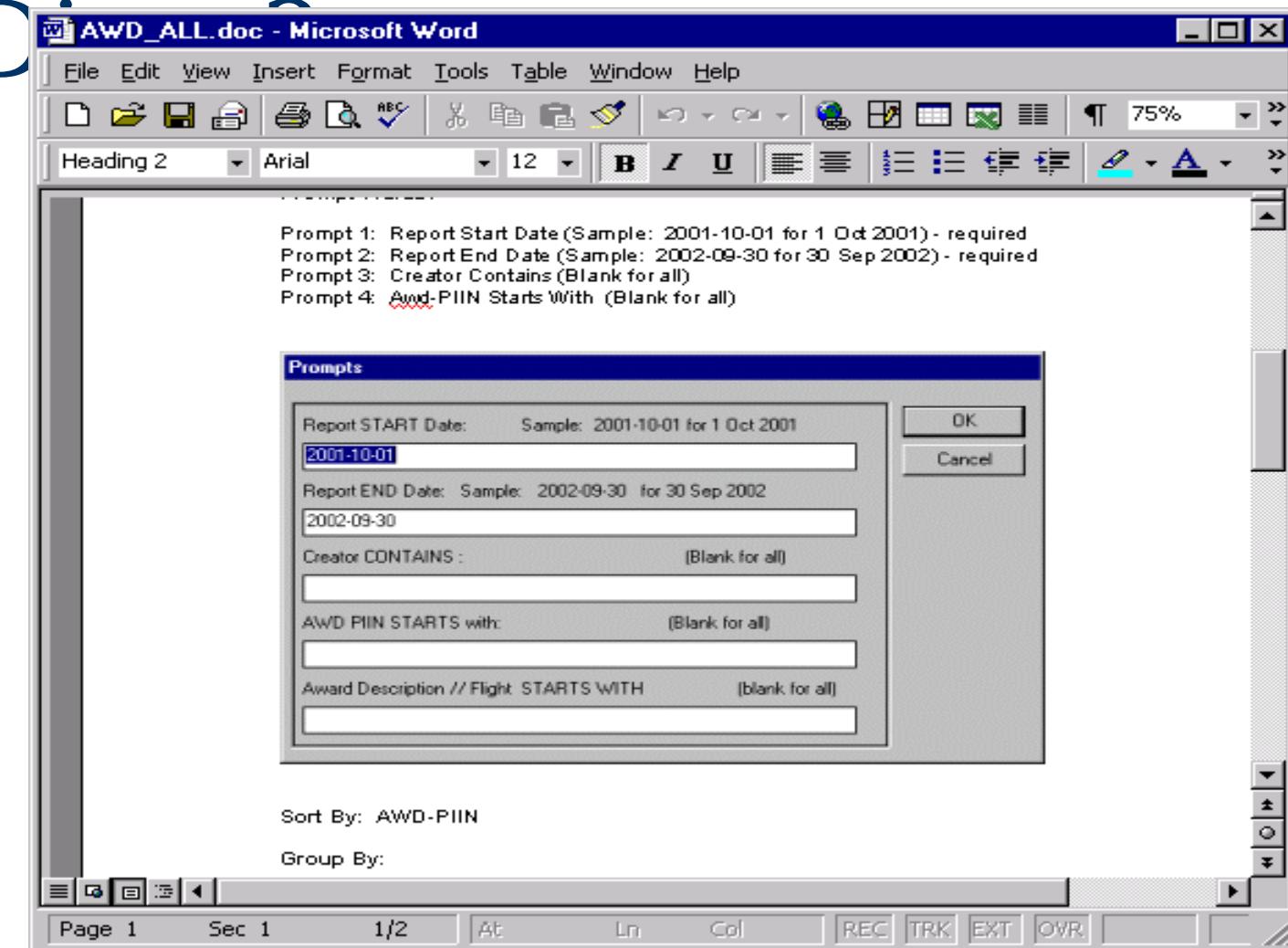
**Sort By: AWD-PIIN**

**Group By:**

**Notes:** In the Face Value/Obligation Value the report runs a comparison of the funded versus face value (line item detail info). If they are equal, the report prints "Okay". If amounts do not match, the report prints "Error". If an error is encountered, check to find if there is a valid reason for the difference or if a modification is necessary.

Page 1 Sec 1 1/1 At 4.7" Ln 24 Col 1 REC TRK EXT OVR

# Prompts, Sorts, Groups, D



# That's the report I want!

Face Value

**Notes: In the Face Value/Obligation Value the report runs a comparison of the funded versus face value (line item detail info). If they are equal, the report prints "Okay". If amounts do not match, the report prints "Error". If an error is encountered, check to find if there is a valid reason for the difference or if a modification is necessary.**

The screenshot shows a Microsoft Word document titled "AWD\_ALL.doc - Microsoft Word". The note in the document reads: "Notes: In the Face Value/Obligation Value the report runs a comparison of the funded versus face value (line item detail info). If they are equal, the report prints "Okay". If amounts do not match, the report prints "Error". If an error is encountered, check to find if there is a valid reason for the difference or if a modification is necessary." Below the note, an "Impromptu - [AWD\_ALL.iaw]" application window is embedded. The window title is "All (Selective) Awards with Modifications". It displays a report with the following details:

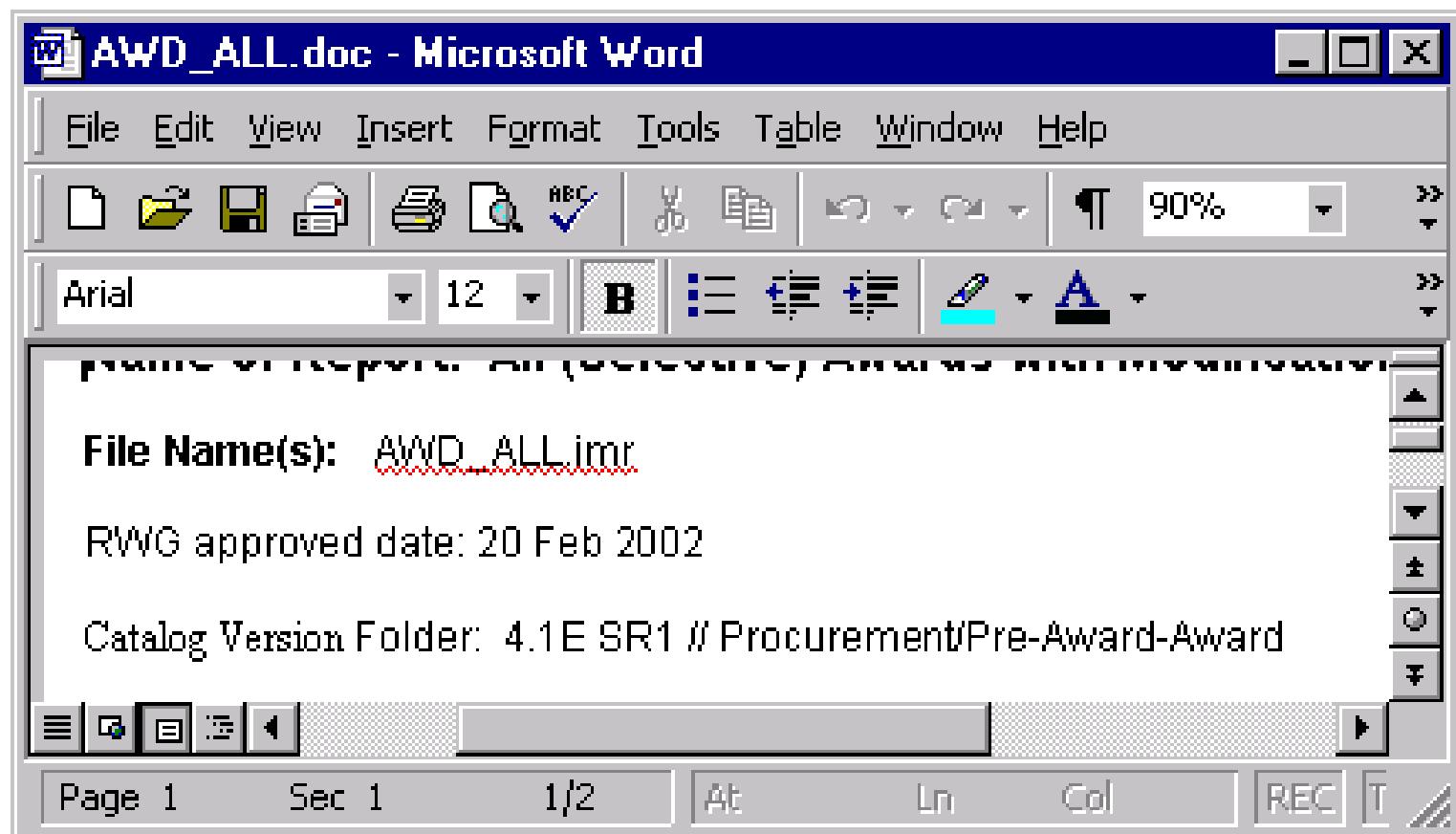
Obligation	AWD Information:	Actions:
Obligation	\$1,871,958.98	42
Obligation	MOD Information: (\$16,081.61)	42
Obligation	Total Obligations: \$1,855,877.37	84

The main table lists awards with modifications:

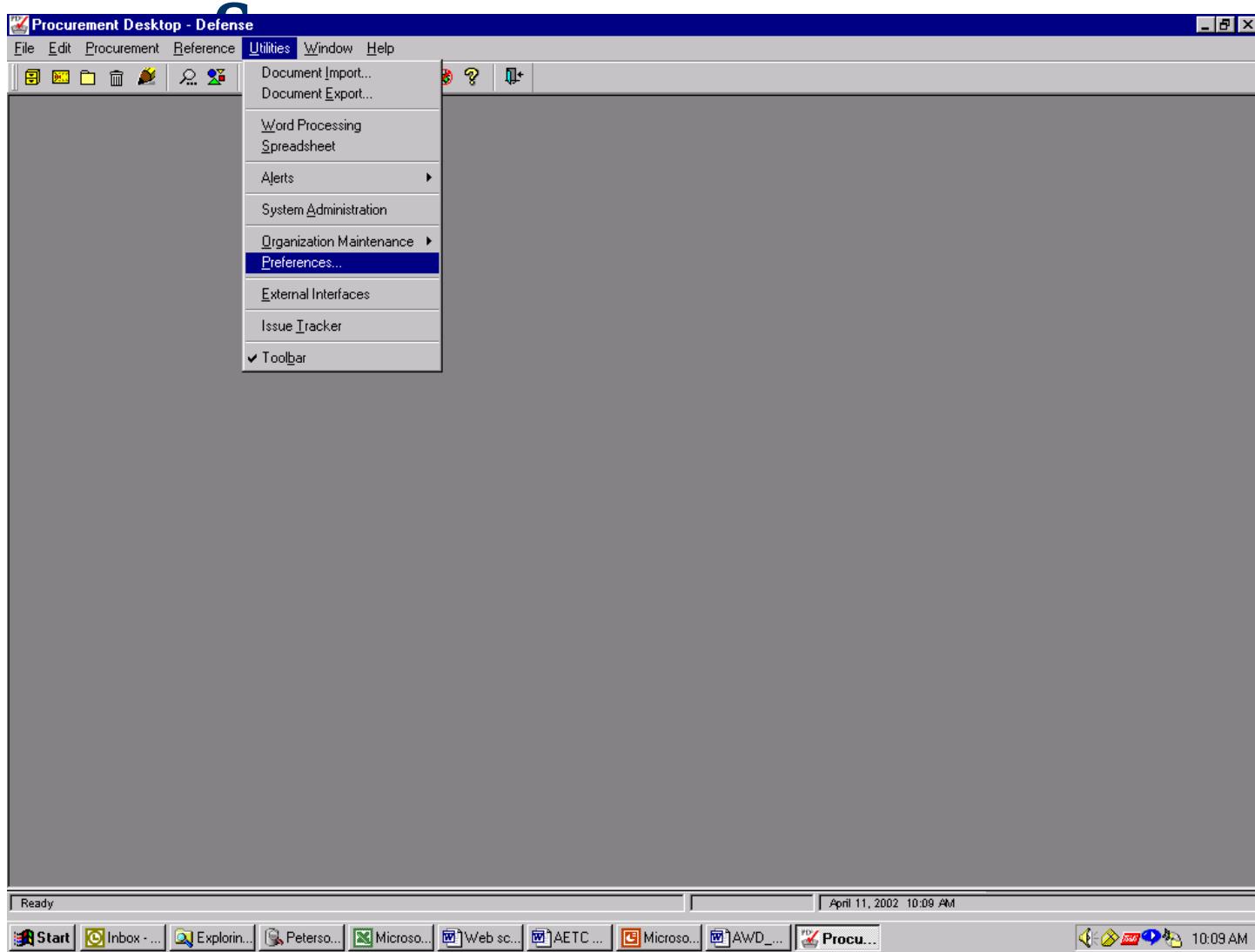
Award/MOD PIIN	Rel Date	Creator	Description	Action Amount	Face Value Obligated Value
F11623-00-D-0001-510002	06Feb/02	haeffner	Commercial Delivery Order Modification	(\$8,579.91)	\$81,482.08 Okay
F11623-00-D-0001-520002	06Feb/02	haeffner	Commercial Delivery Order Modification	(\$8,254.79)	\$12,061.96 Okay
F11623-00-D-0001-530003	06Feb/02	haeffner	Commercial Delivery Order Modification	(\$5,138.93)	\$40,742.17 Okay
F11623-00-D-0001-550002	06Feb/02	haeffner	Commercial Delivery	\$7,531.781	\$39,902.72

At the bottom of the Word document, the status bar shows: Page 2 Sec 1 2/2 At Ln Col REC TRK EXT OVR.

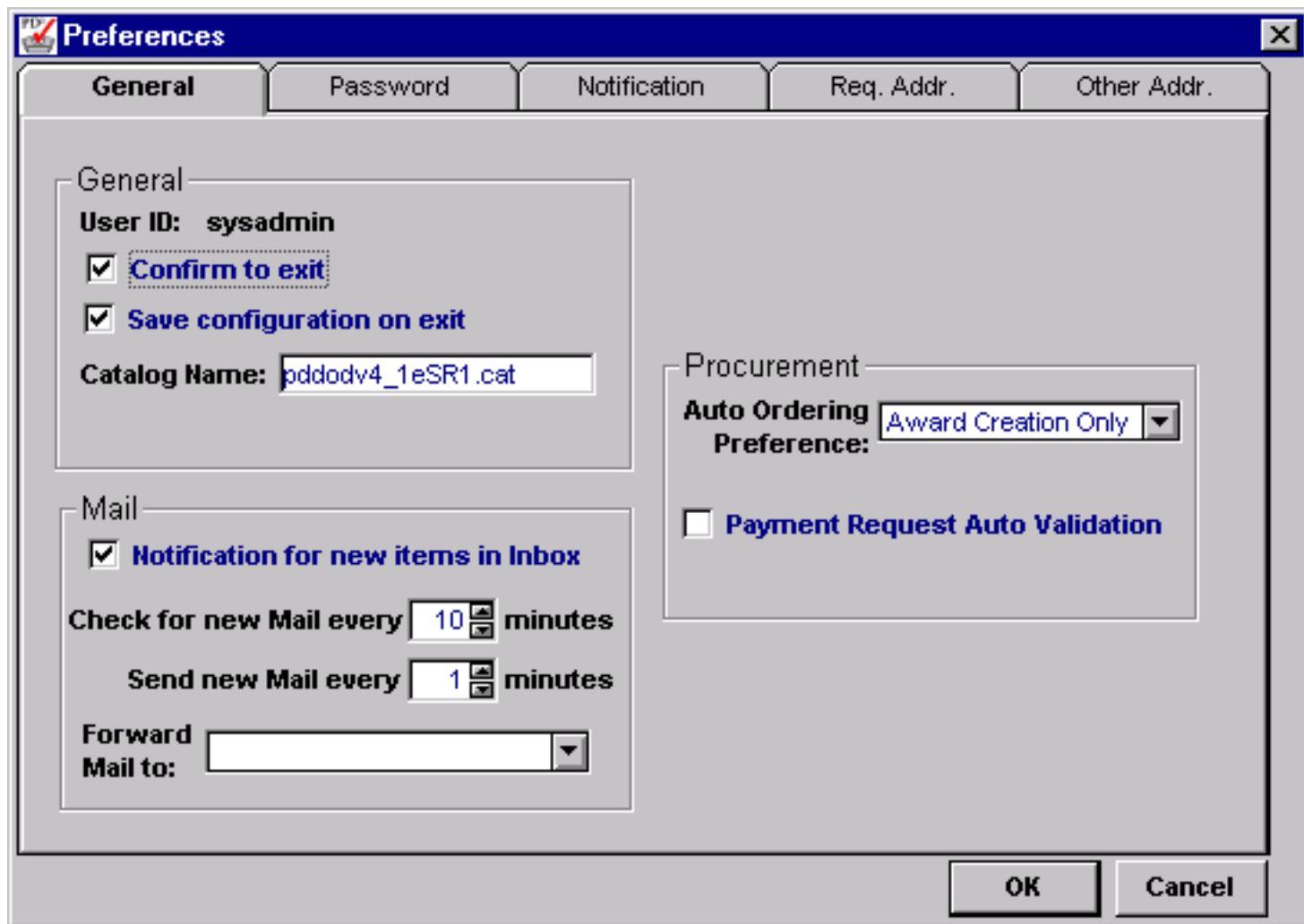
# Which catalog?



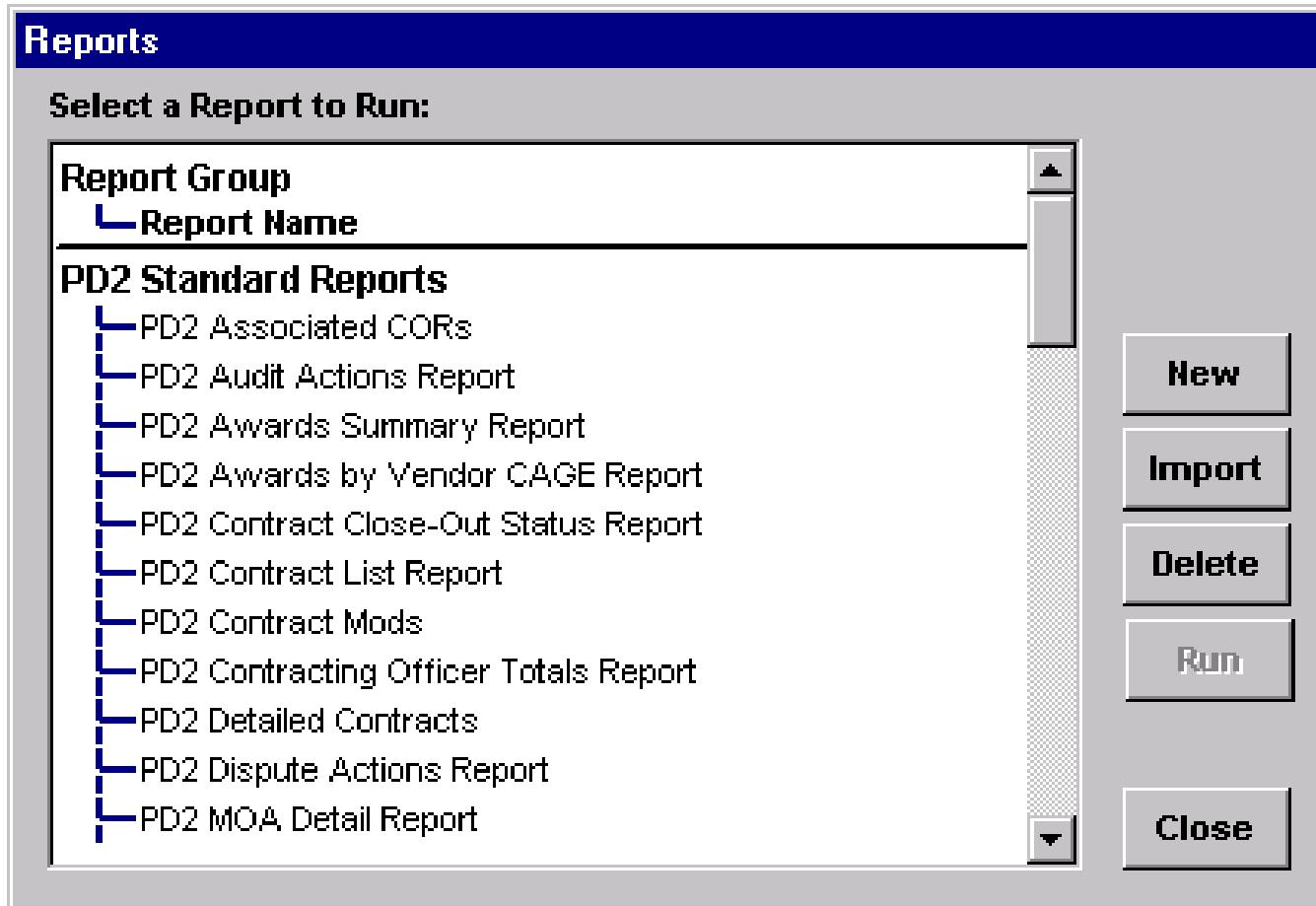
# In PD2, check your



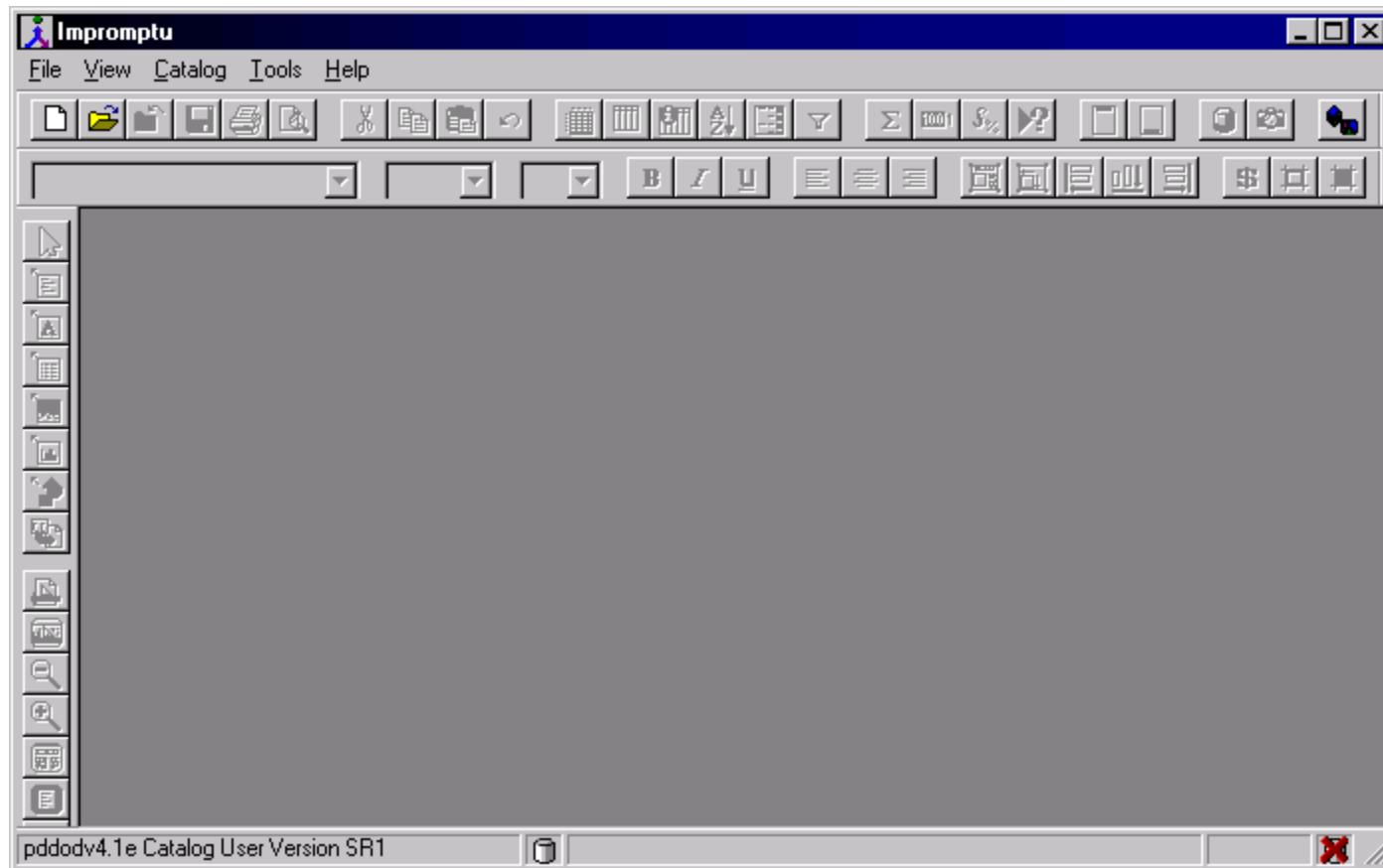
# Pointing to correct catalog



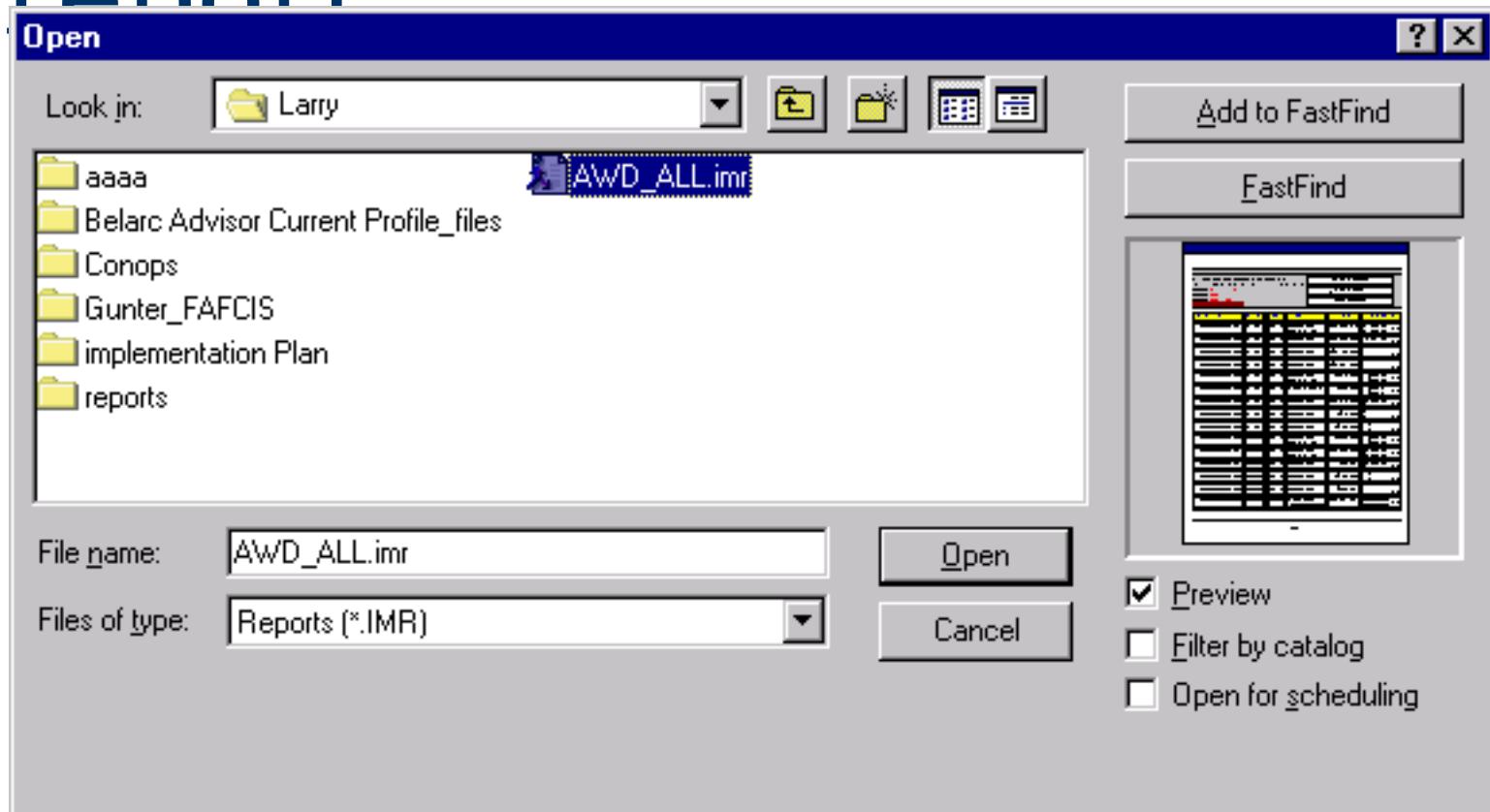
# Now to run it



# In Impromptu



# Open folder and find report



# Note prompt fields

**Prompts**

Report START Date:	Sample: 2001-10-01 for 1 Oct 2001	OK
<input type="text" value="2001-10-01"/>		Cancel
Report END Date:	Sample: 2002-09-30 for 30 Sep 2002	
<input type="text" value="2002-09-30"/>		
Creator CONTAINS :	(Blank for all)	
<input type="text"/>		
AWD PIIN STARTS with:	(Blank for all)	
<input type="text"/>		
Award Description // Flight	STARTS WITH	(blank for all)
<input type="text"/>		

# Here it is

**Impromptu - [AWD\_ALL.imr]**

File Edit View Insert Format Report Catalog Tools Window Help

Cat: Vers 4\_1e\_SR1 / Procurement / PreAward/ Award Date: 4/11/02

All (Selective) Awards with Modifications

Report START Date: 2001-10-01 Report END Date: 2002-09-30

Selected: Action Creator:

Selected: AWD PIIN:

Selected: AWD Descr. / Flight:

Version: 20 Feb 2002

AWD Information:

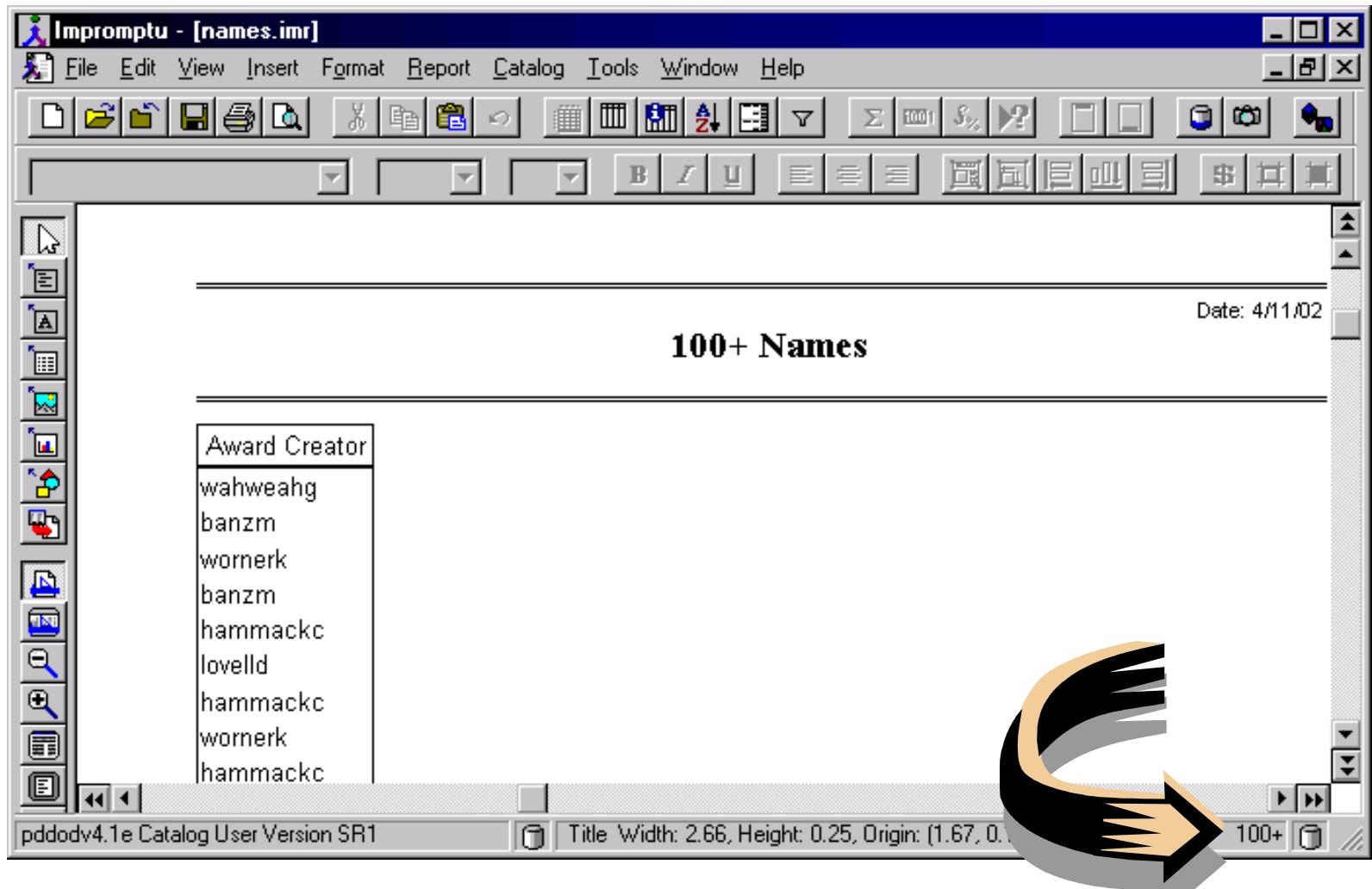
Obligation	\$632,574.72	Actions: 7
MOD Information:	\$0.00	Actions: 0
Total Obligations:	\$632,574.72	Actions: 7

Award/Mod PIIN Rel Date Creator Description Action Amount Face Value Obligated Value

F34650-02-C-0001	10/Apr/02	belvinw	SF1449 Award	\$9,200.00	\$9,200.00 \$9,200.00	Okay
F34650-02-C-0002	10/Apr/02	haringt	SF1449 Award	\$73,700.00	\$73,700.00 \$73,700.00	Okay
F34650-02-C-0003	10/Apr/02	haringt	SF1449 Award	\$300,000.00	\$300,000.00 \$300,000.00	Okay
F34650-02-C-0004	10/Apr/02	haringt	SF1449 Award	\$146,784.72	\$146,784.72 \$146,784.72	Okay
F34650-02-P-0001	10/Apr/02	belvinw	SF1449 Award	\$250.00	\$250.00 \$250.00	Okay

pddoddy4.1e Catalog User Version SR1

# 100+ rows!



# No locking now!

